

Kaibab Band of Paiutes

Request for Proposals – Project Manager – ICDBG RV Park Campground Project

The Kaibab Band of Paiutes is seeking proposals from qualified firms or persons to provide project management services to the planning, designing, environmental review, budgeting, constructing, inspecting and reporting on the construction of a RV Park Campground on the Kaibab Paiute Indian Reservation at Pipe Spring, Arizona as specified in the Scope of Work below. You are invited to submit a proposal to be received by John Keysor, Tribal Administrator, Kaibab Band of Paiutes, One North Pipe Spring Road, HC65, Box 2, Pipe Spring Arizona 86022, no later than 4:00 P.M. on April 29, 2011.

Scope of Work: The Kaibab Band of Paiutes expects to sign a contract for this proposal no later than May 6, 2011 and provide the selected firm or person a Notice to Proceed on May 8, 2011. All services within this scope of work should be predicated on these dates. The firm or person(s) providing proposals to serve as the Project Manager shall perform professional services as follows:

- A Project Manager (PM), a professional consultant with substantial experience in project management and grant management will be selected, to manage this project on behalf of, and with loyalties to, the Kaibab Paiute Tribe to assure that the project is completed in budget, on time, and in accordance with design and specifications.
- The PM will direct this project on a day-to-day basis including the planning, managing and implementing of project activities.
- The PM will assure compliance with all HUD Part 85 and 1003 and other applicable requirements and assure that all grant activities are performed to specification, on time, in budget, and in accordance with the implementation schedule.
- The PM will prepare the RFP and evaluation process for acquisition of Professional Design Services, and review work of the Architect; will coordinate with the Architect to prepare construction and bid documents for construction; will review bids, bonds, and background of Construction Contractor and sub-contractors, and coordinate with Mohave County building inspectors to assure they meet the construction specifications;
- The Project Manager will conduct due diligence of the A&E and Construction contractors by checking licensing, certification of good standing, performance and surety bonds, and interviewing of clients for references. The Project Manager will provide contract management oversight for the A&E contract and the construction contract. Such compliance will be documented in monthly narrative reports by the Project Manager and submitted on a quarterly basis to the Tribal Administrator for review and input from the Chairman and Council members at the time the quarterly Financial Status Reports are submitted.
- The PM will complete the review and completion of updates and amendments of the environmental assessment and make certain that all applicable regulations are met prior to breaking ground;

- The PM will draft narrative reports, Logic Model reports, and financial and other reports; and will coordinate with the Tribal Administrator to assure that HUD requirements are achieved; will assure that architect and construction contractors perform to specifications; will assure that reporting requirements are met; will maintain communications between the Tribal Council, administrative staff, contractors and funding agencies.
- The PM will prepare and issue a Request for Proposals in accordance with the HUD “*Model Form of Agreement Between Owner and Design Professional*” for an A&E (Architecture and Engineering) firm, to design the building. Only AIA (American Institute of Architects) licensed in the State of Arizona will be invited to submit proposals. Requirements for the A&E firm will include a depth of experience for commercial buildings and public facilities on Indian lands, experience in working with Indian Tribes and organizations, experience with Universal Design standards, LEEDS energy standards and green energy rating systems, and Energy Star practices and products. The PM will check references to assure the successful completion of the projects identified by the A&E firm’s proposal. The Architect will be required to prepare the construction documents for the construction contract including the design and specifications, and solicitation, bids and award of the construction contract.
- The PM will assure that the Construction Contractor possesses current General Building Contractor’s License issued by the Arizona State Licensing Board and be in good standing, and be experienced in Universal Design Standards, LEEDS energy standards, and Energy Star. A construction contractor will be recommended to the Kaibab Paiute Administrator for selection based on responses to the solicitation based on the lowest responsible and qualified bid. The Project Manager will check the Contractor’s references to assure the successful completion of projects cited in the Contractor’s bid documents and statement of experience. The HUD Project Manual will be used by the PM to guide the invitation to bid, the contract between owner and contractor, and technical specifications.

The work to be performed under this proposal is subject to Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450 e (b)) providing preference to be given to Indians in the award of contracts and subcontracts.

Proposal Evaluation Criteria: An award will be made on a competitive basis in accordance with the selection criteria as follows:

1. Capacity and Capability
 - A. Technical Qualifications
 - B. Experience
 - C. Past Performance
2. Timely Performance
3. Indian Preference
4. Price

Submittal of Proposals and Additional Information: An original and three (3) copies of the proposal must be received at the location and time specified above, in a sealed packet and clearly marked, “Proposal for Project Management for ICDBG Project”. The date and time received will be recorded on each proposal. Proposals

received after the deadline will not be considered for review. Proposals will not be accepted via facsimile.

Award of the proposal will be based on the evaluation criteria above by a selection panel and within available funds. The use of interviews to further evaluate the proposal will be at the discretion of the Tribe. If deemed appropriate, negotiations will be conducted with selected firms. Selection and award will be made to the firm or person(s) with the best and final offer most advantages to the Tribe. The Tribe reserves the right to reject any or all proposals, and to waive technicalities that serve the best interest of the Tribe. All questions regarding this Request for Proposal should be directed to John Keysor at (928) 643-7245.